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Class Specifications
for the Class:

INSTITUTION FARM ACTIVITIES LEADER
(INSTITUTION FARM ACTIV LEADER)

Duties Summary:

Supervises and participates in planting, cultivating, and harvesting vegetables, fruits, and forage; supervises and participates in activities relative to the feeding, breeding, and care of livestock and poultry; and performs other duties as required.

Distinguishing Characteristics:

This class differs from that of Farm Laborer in that the Institution Farm Activities Leader, in addition to performing a variety of semi-skilled farming tasks, has responsibility for supervising the work of a group of inmates, patients, wards, or paid farm employees on a continuous basis; whereas the Farm Laborer performs a variety of semi-skilled farming tasks and may occasionally instruct or oversee the work of others.

This class differs from that of Farm Foreman in that the Institution Farm Activities Leader supervises inmates, patients, wards, or employees, and participates in the performance of a variety of farming tasks; whereas the Farm Foreman has full-time responsibility on a continuous basis for planning and supervising the activities of an established farming project of major scope and function, including supervision over the work of paid farm employees.

Examples of Duties:

Assigns, instructs, and reviews the work of a group of inmates, patients, wards, or employees, and participates in propagating, cultivating, planting, spraying and dusting, fertilizing, weeding and harvesting seeds, vegetables, fruits, nuts, and various forage; checks plants for insect damage, plant diseases, and plant deficiencies; supervises and participates in feeding and caring for various livestock and poultry; assists in the selection and preparation of livestock and poultry for breeding purposes and keeps records of such activities; supervises and participates in milking cows, pasteurizing milk, and cleaning and sterilizing milk containers; supervises and participates in constructing and repairing fences, farm roads, sheds, and buildings; operates and maintains farm implements and farm machinery and instructs others in the use of such equipment; observes and reports unusual behavior or conditions of inmates, patients, or wards; keeps records and makes oral or written

reports; and may occasionally relieve farm project foremen.

Minimum Qualification Requirements:

Experience and Training: (1) Three years of experience in general farm work; or (2) any equivalent combination of experience and training.

Knowledge of: Farming techniques and methods of planting, cultivating, dusting, spraying and harvesting farm crops; application of fertilizers and insecticides; methods of caring for livestock and poultry; care, use and repair of farm tools and farm machinery; occupational hazards and safety precautions applicable to farm work.

Ability to: Assign, instruct and review the work of others in performing farm work tasks; care for and handle farm animals and poultry; give and receive both oral and written instructions; operate farm equipment and perform heavy manual labor.

Personal Qualities: Physical strength and agility; reliability; endurance and resourcefulness.

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This is the specification for the class INSTITUTION FARM ACTIVITIES LEADER which replaces the class Farm Laborer II approved on November 14, 1955. This change in title is the result of the Civil Service Commission's decision on classification appeals.

APPROVED: 10/20/59

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